

Ohio History Connection State Archives of Ohio Local Government Records Program 800 E. 17<sup>th</sup> Avenue Columbus, OH 43211-2474 APR 1 8 2019

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STATE AND LOCAL GOVERNMENT RECORDS

## RECORDS RETENTION SCHEDULE (RC-2) - Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit		.,		
Stark County Offices & Agencies		General	l Schedule	· , , , , , , , , , , , , , , , , , , ,
(local government extity)	John Ro	nor De	1 11	e 04/09/19
(signature of responsible official)	(name)	(	title)	.(date)
Section B: Records Commission	Net,	,	e North State	en in en
Stark County Records Commission	1 .		. 330-451-7	365
			(telephone	number)
201 3rd St. NE Suite 5		44702	Stark	
(address)	city)	(zip code)	(county)	
To have this form returned to the Record	s Commission electronically,	include an email add	ress:	
jfrunion@starkcountyohio.gov			<u>.</u>	
I hereby certify that our records commiss schedules listed on this form and any corthese records series from being destroyed will be knowingly disposed of which per minutes kept by this commission.	tinuation sheets. I further cer, transferred, or otherwise dis	tify that our commiss sposed of in violation e, claim, action or rec	sion will make every ef of these schedules and	fort to prevent fhat no record
- Records Commission Chair Signature	Date		•	
Section C: Ohio History Connection - S Communication - Signature		int Rear	ds Archwi	Date 4/24/10
Section D: Auditor of State    Auditor of State     Auditor of State     Signature     Please Note: The State Archives retain	Title s RC-2 forms permanently.	COLS Nev h It is strongly recomm nent copy of this for	nended that the Record	5-9-19 Date s Commission

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## Section E: RECORDS RETENTION SCHEDULE (RC-2) -

Part 2

See instructions before completing this form.

(local government	entity)	(unit)					
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP		
This is a revision to General Schedule (RC-2) that was approved on 11/30/2016. It only affects schedule number GS-16-76.							
GS-19-04	Surveillance Tapes/Videos – Footage documenting daily actions of employees and visitors within an office and on its grounds for security purposes.	Use for one cycle then re-use provided no action pending. Cycle is defined as "30" days.	Hard Drive, Diskette, Electronic media.				
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		TOTAL PROPERTY.					
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